

California High-Speed Train Project



Request for Proposal for Design Build Services

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Book 3, Part B, Subpart 9

Payment Milestone Data Pack Specification

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Table of Contents

1	INTRODUCTION.....	1
1.1	DETERMINING INDIVIDUAL MILESTONE REQUIREMENTS	1
1.2	SUBMITTAL REQUIREMENTS	1
2	PAYMENT MILESTONE DATA PACK CONTENTS AND ORDER.....	2
2.1	TITLE PAGE	2
2.2	CONTENTS PAGE.....	2
2.3	EXECUTIVE SUMMARY.....	2
2.4	ENVIRONMENTAL COMPLIANCE	2
2.5	VERIFICATION, VALIDATION AND SELF-CERTIFICATION	3
2.6	THIRD PARTY REQUIREMENTS	3
2.7	PHOTOGRAPHIC EVIDENCE.....	3
2.8	OPERATIONS AND MAINTENANCE REQUIREMENTS	3
2.9	DISPOSITION OF COMMENTS	3
2.10	QUALITY	4
2.10.1	Materials Certifications	4
2.10.2	Sampling and Testing.....	4
2.10.3	Non-conformance Reports	4
2.10.4	Work Plans	4
2.10.5	Design Change Notices and Field Change Notices	4
2.10.6	Contract Amendments or Change Orders.....	4
2.11	DRAWINGS, DOCUMENTS AND RECORDS	4



1 Introduction

A Payment Milestone Data Pack is to be submitted for each Payment Milestone to support the Contractor's assertion that a milestone is 100% complete. To assist an efficient payment approval process, Payment Milestone Data Packs are to be standardized across Design-Build Contracts. There will be some latitude to develop efficient invoicing and payment systems and processes between the Authority and the Contractor, however this pack is considered to be the minimum expected requirement for milestone completion demonstration.

This is not a pack to support compliance with the Contract but that a Payment Milestone can be demonstrated to be 100% complete therefore maximum use of references to previously submitted drawings, documents, and records is to be made. The intent of a Payment Milestone data pack is to direct the Authority to the supporting documentation that relates to the specific Payment Milestone and not to re-produce previously submitted documentation.

A Payment Milestone can only be considered complete if it is contractually and technically compliant, which is checked through the verification, validation and self-certification, quality and contract administration processes.

1.1 Determining individual milestone requirements

Payment Milestones are established in the approved Contractor's Baseline Schedule. During the review of the Baseline Schedule the Contractor and Authority will meet and establish the detailed requirements of each Payment Milestone, per this specification. This shall also apply to new Payment Milestones approved as a result of Contract changes.

1.2 Submittal Requirements

Payment Milestone Data Packs are to be submitted electronically in one electronic pdf file. There is no page limit.

- Documents shall be prepared in single-spaced type, 12 point Palatino Linotype font, on 8-1/2" x 11" sheets.
- Pages shall be numbered at the bottom to show the page numbers and total number of pages in the document; (e.g., Page 1 of 10, Page 2 of 10, etc.).
- The table of contents shall be hyperlinked to the relevant section.
- Future supporting electronic processes may supersede the requirement for hard copy milestone data packs to be developed with the Contractor.



2 Payment Milestone Data Pack Contents and Order

The Payment Milestone Data Pack shall consist of the following sections in the following order:

2.1 Title Page

The title page shall include:

- Construction Package Title
- Contract number
- Payment Milestone number and description
- Invoice number
- Date
- Contractor name
- Signed Certification from the Contractor's Quality Manager that the contents of the Payment Milestone Data Pack have been checked for completeness, accuracy, and relevance to the milestone.

2.2 Contents Page

A page detailing the contents of the pack by main heading.

2.3 Executive Summary

A summary of no more than one page in length.

2.4 Environmental compliance

The Contractor shall provide a log of all applicable environment compliance requirements inclusive of:

- Requirement identifier
- Requirement status

Some environmental requirements will not be able to be reported as complete due to being more global in nature (e.g. air quality). Those requirements shall be clearly identified.



2.5 Verification, Validation and Self-Certification

The Contractor shall provide a log of all relevant certifications, submittal tracking numbers and submission dates inclusive of:

- Contractor self-certifications
- Requirements management documentation
- ICE certified reports
- ISE certified reports

2.6 Third Party Requirements

Where a Payment Milestone relates to Third Party/Utility work then this section shall include a log of drawings, documents and records that demonstrate Third Party/Utility concurrence of 100% completion and acceptance.

2.7 Photographic Evidence

The Contractor shall provide photographic evidence that a Payment Milestone is 100% complete per Standard Specification 02 21 33.

Where work is covered from view then photographs of that work taken prior to coverage shall be included unless supported by a test result logged and identified as “in lieu of photographic evidence”.

2.8 Operations and Maintenance Requirements

Where a Payment Milestone has associated operations and maintenance requirements then this section shall include a log of all documents and records that demonstrate that those requirements are complete.

2.9 Disposition of Comments

Where a drawing, document, or record associated with the Payment Milestone received comments from the Authority then this section shall log where the comments were closed out during design and construction reviews.



2.10 Quality

2.10.1 Materials Certifications

Log of materials certifications, source inspection and materials releases, and field release certifications for each material.

Statement of certification of materials, including any deviation from specifications.

2.10.2 Sampling and Testing

Logs of all sampling and testing for each item including type of test, frequency, and cumulative frequency, results, corrective action when necessary and corresponding passing result. This will be based on the quality control plans and inspection test plans used by the Contractor during the conduct of the work inclusive of work completed by sub-contractors.

Logs shall include lists of special tests or inspection equipment and the date that the equipment was calibrated. Calibration certificates shall be retained by the Contractor.

Log shall be approved by the Contractor's Quality Manager.

2.10.3 Non-conformance Reports

A log certifying that all non-conformance reports related to the Payment Milestone have been corrected and closed out. The log shall be approved by the Contractor's Quality Manager and by the Independent Checking Engineer or Independent Site Engineer.

2.10.4 Work Plans

Log of approved Work Plans.

2.10.5 Design Change Notices and Field Change Notices

Log of all Design Change Notices and Field Change Notices and approved responses.

2.10.6 Contract Amendments or Change Orders

Log of all agreed Contract Amendments or Change Orders.

2.11 Drawings, Documents and Records

The Contractor shall provide a log of all additional documents, drawings and records that support 100% completeness of the Payment Milestone, inclusive of, but not limited to, as built drawings.

